

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON MONDAY  
OCTOBER 16, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**MADAM CHAIR:** Tonita Gurulé-Girón

**COMMISSIONERS:** David Ulibarri Jr.  
Barbara Casey  
Vince Howell  
David Romero  
Ember Davis

**ALSO PRESENT:**  
Lorraine Ortiz, Executive Director  
Corinna Laszlo-Henry, City Attorney

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Madam Chair Gurulé-Girón asked Commissioner David Romero to offer the moment of silence. Commissioner Romero offered a moment of silence stating to pray for all families dealing with the fires in California.

**APPROVAL OF AGENDA**

Commissioner Barbara Casey made a motion to approve the agenda as is presented. Commissioner David Romero seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Barbara Casey	Yes
Commissioner David Romero	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes

Barbara Padilla re-read the motion and advised the motion carried.



## **APPROVAL OF MINUTES**

Commissioner Barbara Casey made a motion to approve the minutes of September 20, 2017 as amended and corrected prior to the meeting. Commissioner David Romero seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

Barbara Padilla re-read the motion and advised the motion carried.

## **PUBLIC INPUT**

None at this time.

## **PRESENTATION - FINANCE REPORT**

Natasha Martinez-Padilla, Financial Specialist presented the HA's Revenue and Expenditure report through September 30, 2017. She stated that 25% of the year has elapsed. The Revenues are currently at 19%, with the transfer not coming in until December. Expenses are at 23%, Operating Expense is at \$148,081.00, and Employee Expense is at \$146,720.00.

Commissioner Casey stated in looking at her notes from the last meeting if she is not mistaken, the Operating Subsidy for September is the same as last month. Finance Specialist Martinez-Padilla stated that yes, it is the same, stating that the HA did not get the Operating Subsidy until October. The HA is currently on 100 percent review through HUD for all Operations. At the end of the fiscal year, normally the HA sends HUD the preliminary budget that was approved by the board. The HA sent the minutes from that meeting to HUD because it has to be approved prior to June 30<sup>th</sup>. This year when the minutes were pulled, the budget had not been approved. Therefore, on July 1<sup>st</sup>, the HA did not have an approved budget. Right now the HA is on 100% auto review.

Madam Chair Gurulé-Girón asked Ms. Martinez-Padilla if this affected the 2.5 Million that is received from Federal Funds. Ms. Martinez-Padilla stated no, what subsidy is, is the amounts tenants can't pay, so it is not an amount that can be lowered. It is already a calculated amount. What HUD is doing is taking a closer look at the functions of the HA's finances. Madam Chair Gurulé-Girón asked, is that daily operations of financial functions. Ms. Martinez-Padilla stated, financial function, procurement functions, financial policies, those type of overview is what they are looking into.



Commissioner Casey asked when that money would be coming in. Ms. Martinez-Padilla stated that the HA received that money on October 4, 2017.

## **DIRECTORS REPORT**

Director Lorraine Ortiz stated under Unit Maintenance, the Housing Authority will be requesting commission approval at this meeting for Resolution No. 17-41 for the City of Las Vegas Housing Authority's (LVHA's) Maintenance Program, including Preventative Maintenance Procedures, October, 2017. She will also be requesting approval of Resolution No. 17-42, the City of LVHA's transfer policy, October, 2017, in both English and Spanish. The Maintenance crew is continually working on unit turnaround, from move-out inspection to move-in inspection within a short period of time. They have also mowed the lawns and weeds in all units, and she is happy to report that she has received a lot of compliments on how the clean-up efforts have improved, not only the beauty of the area but also the morale of the tenants themselves. Director Ortiz stated the HA has also had help from Public Works, and thanked them publicly. They recently mowed the Macario Gonzales site and lent the HA 4 laborers during the days it was raining. The HA was able to use those employees to turn around 3 units and get the units housed a lot faster. Director Ortiz stated a spread sheet had been created to log the date, time, hours, salary, etc., for in-kind services from the City of Las Vegas to the HA. She will continue to send that to HUD for their approval. Director Ortiz stated she had received an email from the Human Resource department who is working diligently with Adam Aldez from the Self Insured Fund and a team of adjusters. She stated that Mr. Aldez has received the authorization from the upper management to proceed with bringing on Archuleta Restoration as the General Contractor for the emergency repairs for the hail damage to the HA units. Because the job is going to be so large, Archuleta will need to sub-contract out to several contractors from Las Vegas, but will be the sole responsible party.

Within Housing Management, the Housing Managers are continually busy with the day to day operations of the HA, including new admissions, annual lease renewals, annual inspections of units, and lease enforcement. Director Ortiz stated, within staff training, staff has been attending monthly safety training provided by the City. As required by HUD, Director Ortiz stated she has continued to attend various web seminars, as well as attending training in Albuquerque and teleconferences.

Director Ortiz stated at the last meeting she created a binder for each of the commissioners to help with training in Public Housing Governance and Financial Management. She urged the commissioners if they had not yet, to log on to the training due to the fact that HUD can check to see who is and who is not logging on and being properly trained. Under the Compliance Review, HUD will complete it by the end of this month, and will send it to us. Director Ortiz stated she looks forward to that report and will be using it as a guide as to what deficiencies the HA has, and to correct those deficiencies. She stated, as Natasha mentioned, an email was received from HUD stating that the HA is on 100 percent review threshold, and the HA has begun sending the necessary documents over to HUD. She stated the HA is in direct and constant contact with HUD.



Director Ortiz stated, in moving Housing forward and to remain pro-active, she has decided in the following: Prior to the compliance review being released to the governing body, she will proceed with other forms of training in the near future as well as getting and looking closer to HUD's training with the governing body as a group. She has also suggested that the HA rents a hotel space and HUD would be more than happy to come do a training. She is looking into that right now.

Director Ortiz stated she is continuing to bring outdated HA policies to the commission for approval. At the compliance review Ms. Griego asked for the HA's finance binder, which was not on site. Ms. Griego informed the HA that it should always be on site. Ms. Griego asked that the HA copy the City's Financial Binder and stated she has done so. Due to the volume of paperwork, there are actually 3 binders now. Also at the compliance review, Director Ortiz stated that Ms. Griego asked for the policy binder, which she provided, however, found out that the policies were very outdated. As stated earlier in the last meeting, Director Ortiz stated she is in the process of updating all the required policies for the Department. She will also be sending those to HUD. Director Ortiz stated, lastly, the Finance Department and she have been working on the HA's Accounting Policy, which is in draft form today. She plans on bringing this policy to the Commission for approval at November's meeting if it meets approval of all parties prior.

Madam Chair Gurulé-Girón asked Ms. Ortiz on the Preventative Maintenance Procedures, was this part of the actual corrective action plan. Director Ortiz stated, no, it wasn't, this was one of the old policies that she has stated in a previous meeting that she would like to start to bring those policies forward and have them updated. The last time this policy was updated was in 2012. Madam Chair asked, on the Operating Policy, how far along is she on working on those required by HUD and asked if she is working with the Finance Director. Director Ortiz stated yes, the Finance Director and she are working very closely, almost word for word together on this. She believes this will be completed by the next meeting. Madam Chair asked if she is continuing to provide technical assistance and training to Natasha. Director Ortiz stated yes.

### **BUSINESS ITEM #1**

Approval/Disapproval of Resolution No. 17-42 to Rescind and Replaced the previous City of Las Vegas Housing Authority's Transfer Policy and Submit all documents necessary for the Approval of the October 2017 City of Las Vegas Transfer Policy, in both English and in Spanish.

Commissioner Casey stated if she remembered correctly, in reading past minutes, the implementation notice was received in May and the VAWA changed or was first talked about in February or March. Commissioner Casey asked if those changes were all covered in this policy. Director Ortiz stated yes they were covered and that Natasha Martinez-Padilla worked very closely on this policy and made sure they complied with HUD's regulations as well.

Commissioner Casey stated there were some forms attached to the policy. She asked, who can fill out those forms. Director Ortiz referred the question to Natasha. Ms. Martinez-Padilla stated, to refer back to Commissioner Casey's first question, the February notice was actually about mixed families. She proceeded to explain to the commission that the February notice was



regarding mixed family households, families that have both legal citizens and non legal citizens within the home. This current policy acts for the current tenants who are victims of Domestic Violence, it doesn't discuss the mixed families. Commissioner Casey asked, when a tenant requests a transfer, what kind of accommodations can be made for that tenant requesting. Ms. Martinez-Padilla stated because it is a fair housing transfer, special accommodation can be made.

Commissioner Casey stated that the Spanish version was very nicely done. She then asked the question about tenants who may speak different languages, is there someone who can translate for them. Director Ortiz stated yes, she can actually download those off the HUD website. Ms. Martinez-Padilla stated that the HA also has a language proficiency guide which the HA goes by and can follow.

Madam Chair Gurulé-Girón asked Ms. Martinez-Padilla, when a transfer is done, if they are relocated to this location. She stated, yes.

Commissioner Howell asked, who is the expert that states yes or no, if they have been violated. Is there an investigation for a claim of an assault. Ms. Martinez-Padilla explained that with the new notice, the forms included with the notice have self certifications for the tenant to complete. There are still guidelines that need to be followed. She explained that the HA does assist in guiding the tenant to Tri-County Family Justice Center, as well as to other agencies. Discussion ensued regarding filling out the self certification forms and making accommodations for the resident to the best of Housing's ability and resources.

Commissioner Howell asked if this policy was created by HUD. Natasha Martinez-Padilla stated HUD provides the guidance and each HA creates their own policy based off of that. Ms. Martinez stated that those tenants requesting the VAWA preference are considered emergency transfers and they are assisted as quickly as possible pending availability.

Commissioner Howell asked, what is the liability of the City, in regards to if something is to reoccur in that same unit before they are either transferred or removed. Ms. Martinez-Padilla stated she would have to refer that question to the City Attorney. City Attorney Corinna Laszlo-Henry stated, in general criminal acts by another is not something that would be foreseeable and therefore that somebody would not be civilly liable in a negligent sense, but obviously HUD's policy that the City adopts is towards the goal of keeping victims and survivors as safe as possible and giving them as many options as possible. Presumably noticing and requesting of an accommodation imposes a duty upon the Housing Authority to act within its policies and to follow those policies. Commissioner Howell asked again, so there is no liability. City Attorney Laszlo-Henry stated it is not a clear cut question. Duties are imposed and we have a duty to follow our policy and what we are looking at here is our policy that we encourage survivors to act in their best interests. Discussion ensued regarding partnerships with other entities.

Commissioner Barbara Casey made a motion to approve Resolution No. 17-42 to Rescind and Replaced the previous City of Las Vegas Housing Authority's Transfer Policy and Submit all documents necessary for the Approval of the October 2017 City of Las Vegas Transfer Policy, in both English and in Spanish. Commissioner Ulibarri Jr. seconded the motion.



Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero	Yes
Commissioner Ember Davis	Yes
Commissioner Vince Howell	No
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

Barbara Padilla re-read the motion and advised the motion carried.

## **BUSINESS ITEM #2**

Approval/Disapproval of Resolution No. 17-41 to Rescind and Replace the previous City of Las Vegas Housing Authority's Maintenance Program including Preventative Maintenance Procedures and to Authorize the Las Vegas Housing Authority to submit all documents necessary for the Approval of the October, 2017 City of Las Vegas Housing Authority Maintenance Program including Preventative Maintenance Procedures.

Commissioner Casey had a question on page 13 number 9, under inspection methodology, it says the crew performing the maintenance inspection shall adhere to the following; 1. Knock on the door, state the purpose of the visit and politely ask for admittance. If no one is home, crew members are to let themselves in, perform the inspection and leave a note. Commissioner Casey would like to know if employees are going to be entering homes while no one is there, what kind of background checks are done on the employees that are going to be entering. City Attorney Laszlo-Henry answered, the City does have elsewhere in the ACOP policy, there is 48 hours written notice required on those inspections. Discussion ensued regarding procedures the Maintenance Techs follow. City Attorney Laszlo-Henry stated as to the Human Resource element of it and screening, that is something she would have to get back to the commission on, unless there is someone more knowledgeable from HR or perhaps the City Manager can answer this. City Manager, Richard Trujillo asked Housing Director Ortiz, aren't her maintenance employees certified. Director Ortiz stated there are several certifications, but on this she would need to do some research, but they are certified on several levels. Natasha Martinez-Padilla addressed the commission stating that normally before maintenance goes to a unit, a work order has been generated, usually at the tenants request. Maintenance tries to make arrangements with the tenant to go while the tenant is home. The maintenance techs do try to go in pairs when no one is home. Madam Chair Gurulé-Girón stated that is all good, but that does not answer Commissioner Casey's question. She stated, the policy states, if no one is home, the crew members are to let themselves in. She said to Ms. Martinez-Padilla, you are stating, normally they have someone, that is not stated in the policy. The bottom line is if they request it, at that point and time, do they enter and are these individuals certified. She stated to Mr. Trujillo she assumes they are because they go through an extensive process including a background check so if someone can please answer that. Mr. Trujillo stated he thinks there are two questions. Commissioner Casey's question, by letting themselves in there, has there been a background check on these employees. The other question is at the end of that, "and leave a note". He asked if Director Ortiz can change that, to leave a note, instead of letting themselves in, unless otherwise allowed. At this time, Casandra Fresquez, City Clerk was asked to answer



the question, to what degree are these individuals given background checks. Ms. Fresquez answered that all employees get a thorough background check through Somba. Depending on where they lived, a background check is done in all those states. The City also goes through the local Police Department.

Commissioner Howell wanted to make a comment to Director Ortiz. He stated she did an excellent job in addressing a maintenance problem at one of the resident's homes. He stated she gave a very comprehensive recap letter to him and to the resident that was there and he thinks both she and the maintenance man had knocked on the door and did the procedures listed here. He stated she also made prearrangements with the resident at hand. He said if that procedure is followed they are doing a great job on that.

Commissioner Barbara Casey made a motion to approve Resolution No. 17-41 to Rescind and Replace the previous City of Las Vegas Housing Authority's Maintenance Program including Preventative Maintenance Procedures and to Authorize the Las Vegas Housing Authority to submit all documents necessary for the Approval of the October, 2017 City of Las Vegas Housing Authority Maintenance Program including Preventative Maintenance Procedures. Commissioner David Romero seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes

Before his vote Commissioner Howell asked Mr. Manager if there was an amendment to this policy, as he had mentioned that they should make a correction. City Manager Trujillo stated that Director Ortiz should look into if they can let themselves in. If that is part of the policy, then they don't have to amend it. Following this discussion, Commissioner Howell voted.

Commissioner Vince Howell	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Yes

Barbara Padilla re-read the motion and advised the motion carried.

### ***COMMISSIONERS REPORT***

### **EXECUTIVE SESSION/CLOSED SESSION**

No need for Executive Session

### **ADJOURN**

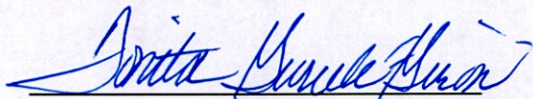
Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner Ember Davis seconded the motion.



Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

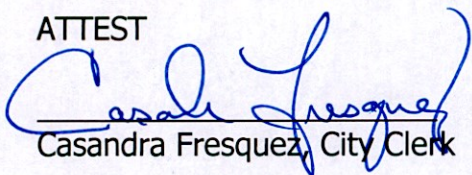
Commissioner Ember Davis	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner David Romero	Yes

Barbara Padilla re-read the motion and advised the motion carried.



Madam Chair Tonita Gurulé-Girón

ATTEST



Casandra Fresquez, City Clerk